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October 1, 2015

To: Non Federal Fire Community in Arizona

From: Arizona State Forestry Division

Topic: Southwest Priority Training Program

The Arizona State Forestry Division is looking forward to participating in the Southwest Area Priority Training Program again next year. Please take a moment to review the attached memo from the Southwest Coordinating Group. There is additional information on the SWCC website:

http://gacc.nifc.gov/swcc/management_admin/training/Priority_Trainee_Program/ptp.htm

The 2016 Southwest Area Priority Trainee Procedures instructs the applicant to submit their nomination form to their Unit Training Officer. That instruction is for Federal applicants only. **The instructions for all Non Federal applicants are as follows:**

1. Applicant will complete and sign the nomination form for themselves and forward it to their Fire Chief or Direct Supervisor for the Supervisor/Chief/FMO signature.
2. The Fire Chief or Direct Supervisor will sign the nomination form.
3. Submit the nomination form (for validation) along with ***a complete copy of your Position Task Book*** to the Arizona State Forestry Training Specialist (Susan Burger).
4. The AZSF Training Specialist will forward the nomination to the respective Zone Training Representative with a cc: to the associated District Forester. The Zone Representative will prioritize the nominations for the zone and submit to the GATR.

The deadline for submissions to the Zone Representative is Oct 31st. **Please submit your nominations to the AZSF Training Specialist (Susan Burger) by October 25th** to allow ample time to validate and submit all nominations to the Zone Training Representative on time.

Please contact Tony Sciacca, Susan Burger or Norval Tyler if you have any questions about this process.
Thank You,

Susan Burger
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